

SAMPLE MEMO OF UNDERSTANDING
(With shared costs & a variety of arrangements)

MEMO OF UNDERSTANDING

Between: LIBRARY NAME and AUTHOR NAME

Re: NAME/TYPE of Program

To be presented: At the LIBRARY NAME in LOCATION on DATE. The program, NUMBER minutes in duration, will begin at TIME. The library will provide the LIST OF ITEMS (i.e. *screen, slide projector, podium, and microphone*). AUTHOR NAME will arrive a minimum of ½ hour before the program commences.

After the presentation there will be a book signing. AUTHOR, PUBLISHER or BOOKSTORE will bring books, to be offered for sale. The Library will provide a table for the book signing and LIBRARY or BOOKSTORE will assist with the book sales. The program and book signing will conclude by TIME.

The LIBRARY NAME agrees to pay AUTHOR a \$AMOUNT speaker fee. In addition to this fee the Library will pay for ARRANGEMENTS (i.e., *one night's stay in a hotel in LOCATION*). The cost of transportation from DESTINATIONS, as arranged by PERSON DOING ARRANGING will be paid by PARTY RESPONSIBLE. Transportation costs, for the Library, are: \$AMOUNT for COST (i.e. *car rental*) and \$AMOUNT (i.e. *air transportation*). PERSON RESPONSIBLE will be responsible for arranging flights and car rental and will provide receipts for the Library's share of these costs for reimbursement. Transportation costs will not exceed \$AMOUNT. The LIBRARY NAME will reimburse AUTHOR or PUBLISHER within 30 days of receipt. The speaker fee, \$AMOUNT, will be paid at the time of the program. PARTY RESPONSIBLE will reserve and pay for the hotel room. The hotel room will be available to AUTHOR NAME by TIME on DATE.

The Library will do the publicity (locally) for the program. AUTHOR or PUBLISHER will provide media kits to distribute to the press. AUTHOR may also be contacted directly by interested reporter(s).

NAME (signature)

AUTHOR (signature)

LIBRARY NAME Representative

Date: _____

Date: _____

Please sign one copy and return in the enclosed envelope. Thank you.